



MONTANA PUBLIC DEFENDER COMMISSION AMERICAN UNIVERSITY RECOMMENDATIONS - TIME FRAME AND COST OF COMPLIANCE

	_	Week of:		July 20 27	Aug 3 10 1	Septem 7 14		tober 19 26	2	November 9 16 23	30	December 7 14 21 28	3 4	January 1 11 18 2!		February 8 15 2	1	rch 5 22 2		0 JAS 2011	OND 2011	2012
22 Staff must be accountable to implement: Standards - video tape	Notes K	Incremental FTE \$ amounts	% Complete																			
Policies and procedures - video tape 23 Commission must be assertive in demanding info from staff Define the relevant information that is needed Staff will design and deliver reporting		\$ - \$ - \$ -	0% 0% 0%																			
24 Commission to challenge staff to promote new options Identify the areas for staff to promote new options Staff will respond Rewards for ideas to save \$ or improve services	ι	\$ - \$ -	0% 0% 0%								_		_									
25 Commission should select a secretary that reports to them Write job description/interview/select employee Agency revisits/advises: admin/conflict resources	м	1.00 \$ 48,188	0% 0%										T		T		<u> </u>					
26 Commission should insist on definitive lines of authority Present org chart/reporting policy to commission Develop job descriptions Communicate all to staff (Phone calls/email/web)		\$ - \$ - \$ -	0% 100% 0%	→					1													
27 Commission - impose its limitations upon private practice of law by a defender staff member	N	\$ -	100%	>																		
28 Commission require a strategic plan from each regions Develop the format of a plan and train regions Regions develop a plan Plan includes measurable improvement in supervision Plan includes measurable improvement in mgt. Plan includes retrieval of information Plan includes evaluation of staff Accumulate all plans into one document Present the plans to the Commission	o	\$ 15,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	0% 0% 0% 0% 0% 0%												Ļ							
29 Commission evaluate statutory provision: Develop process/procedure for evaluation Conduct the evaluation Identify areas of concern and how to correct Undergo a correction process		\$ - \$ 5,000 \$ - \$ -	0% 0% 0% 0%												Ļ		Ļ		_	L		
30 Commission and staff - advocate value of agency to others Chief on other boards/commissions Commission/Mgt brief all about meetings with others	P Q	\$ - \$ -	100%	>				l														
31 Investigator resources provided for misdemeanors cases Provide Commission current communication on policy Establish a policy/procedure to prioritize this resource																						
32 Give all attorney access to automated legal research engine Staff Attorneys Contract Attorneys- 1st lot of 50 licenses Contract Attorneys - 2nd lot of 50 licenses	R	\$ - \$ - \$ 12,000	100% 100% 0%	<u> </u>																		
Totals		37.00 \$ 7,354,375				-									-		-			_		

- A Cost estimate to produce different reporting will be based on the number and difficulty of the reporting identified

 B We assume that the weighting will be prospective applied to the model as it may be difficult to recreate history (we may be able to go back several months in time)

 C See item 5 above

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Notes FTI																					

- D This is a placeholder cost until a more accurate estimate is provided once a strategy is written to address the issue: assumes this function is done by FTE under a new program and is offset by cost currently being done by contractors/others. The est. is at the "high end" for FTE a low end estimate is 1 staff attorney and .5 support at about \$150,000 per year.
- E Please refer to recommendation number 3 as this appears to be similar
- F Increase cost of travel to evaluate contractors
- G The agency follows this practice by putting 2 reserves in separate budgets: one for misc and one for contracted services.
- H Maybe consider giving a head up to the Governor's Board/Commission staff as Governor only has appointing authority of regular commissioners.
- 1 The issue of resources vs. caseloads has been ongoing and can be a reporting item at each Commission meeting and then posted to the web.
- J The current grievance process follows union protocol for union members and starts with the lowest level for non-union. The final authority is the Chief.
- K Is this part of items 3 and 12?
- L The costs associated with implementing new ideas would need to be calculated once an idea has been advanced.
- M Determine if this is a modified FTE funded with OBPP dollars or a permanent FTE transferred from Prog 1 or 2 or pushed to the next budget cycle.
- N The commission has already determined that its current policy is adequate.
- O The cost assumption is that travel for training and or meetings to present strategic to Management and/or the Commission
- P The Chief is now on the Board of Crime Control and the Courts of Limited Jurisdiction Committee
- Q This is an ongoing function
- R We currently have 50 licenses issued to contract attorneys and 15 on a waiting list. Once we hit 50 on the waiting list we can get 50 more licenses at \$12,000